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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

From: The Director of Personnel

Subject: PROCEDURES FOR CLASSIFICATION OF POSTS IN THE GENERAL SERVICE AND RELATED CATEGORIES IN THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA AFTER THE COMPLETION OF THE INITIAL CLASSIFICATION EXERCISE*

1. By administrative instruction ST/AI/377 of 15 September 1992, staff were informed of the policy and procedures for the implementation of the initial General Service classification review at the Economic and Social Commission for Western Asia (ESCWA), based on the approved standards and grading structure. The purpose of the present administrative instruction is to establish the delegation of authority and the procedures for the classification of posts and appeals against classification decisions after the initial job classification exercise has been implemented.

I. CLASSIFICATION AUTHORITY

2. The authority for classification decisions for posts in the General Service at levels GS-1 through GS-6, effective 1 January 1989, is delegated to the Executive Secretary of ESCWA. Classification decisions for posts at the GS-7 level will remain the responsibility of the Director of Personnel, Office of Human Resources Management.

II. REQUESTS FOR CLASSIFICATION

3. Requests for classification or reclassification of posts shall be submitted in the following cases:

(a) Where a post is newly established;

(b) Where a post becomes vacant;

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* Personnel Manual index No. 2171.

(c) Where the duties of a post have changed substantially as a result of restructuring within an office;

(d) Where the duties of a post have changed substantially as a result of mandated changes in the programme of work of an office (new programmes, tasks etc).

4. Requests for classification review of a new post or reclassification of a previously classified post should contain the following information:

(a) An up-to-date job description for the post in question and information on the job description being replaced, if applicable;

(b) An up-to-date organizational chart showing the placement of the post in question, in the context of all other posts that may be affected by the classification requested;

(c) Specific examples of the activities assigned to the post in question that support the revised functions.

5. The job descriptions to be submitted in accordance with paragraph 4 (a) above should reflect the nature of the duties and responsibilities of each post or group of identical posts and shall be prepared using form P.270 (Request for classification and recruitment, General Service and related categories). The accuracy of the job description shall be certified by the supervisor who will ensure a reasonable alignment of the functions assigned among posts in the office to accomplish its activities and objectives. The term "supervisor" means in this context the staff member who signs the performance evaluation report as first reporting officer.

6. If, at the time of the classification review, there has been no substantial change in the duties and responsibilities of a previously classified post, a confirmation of the classification level of the post shall be requested using form P.270/A.

7. The completed and duly signed classification requests shall be submitted through the Chief, Personnel Section, Division of Administration, ESCWA, to the ESCWA Classification Panel, established in accordance with paragraph 8 below.

III. CLASSIFICATION REVIEW

8. Each request for classification of a post will be reviewed by the ESCWA Classification Panel, established by the Executive Secretary of ESCWA, as specified in annex I. The Classification Panel will be provided with a classification analysis of the post by the Personnel Section, Division of Administration, ESCWA. The Panel will make its recommendations to the Executive Secretary of the Commission, who will take the decisions regarding the classification of all posts which are found to be at levels GS-1 through level GS-6.

9. Cases which are considered by the Panel to be classifiable at levels higher than GS-6 will be forwarded by the Executive Secretary to the Director of

Personnel for Human Resources Management, and will be reviewed by the Compensation and Classification Service, Office of Human Resources Management. The final decision with regards to these posts will be taken by or on behalf of the Director of Personnel for Human Resources Management and forwarded to the Executive Secretary of the Commission for implementation. A notice of the classification results will be provided to the office/division where the post is located and to the incumbent(s) of the post(s).

IV. IMPLEMENTATION

10. The effective date of implementation of the classification of each post will be the first day of the month following the date of the classification decision.

11. The classification of a post will not negatively affect the existing contractual status, salary or other entitlements of the staff member encumbering the post. Staff members whose posts are classified below their present level will retain their present salary and other entitlements. However, once the post becomes vacant, the appropriate classification level will become effective. If the classified level of the post remained the same, no further action will be required. Staff members whose posts are classified at a level above their present level may be considered for promotion in accordance with established procedures.

V. REVIEW AND APPEAL OF CLASSIFICATION DECISION

12. The head of an office or division in which the post is located or the staff member encumbering the post at the time of classification may request a review of the classification decision on the grounds that the classification standards were incorrectly applied. Requests for review must be submitted in writing, within 60 days of receipt of the classification notice, to the Executive Secretary of the Commission.

13. Requests must include specific information concerning the reasons for the appeal, and relate to the application of the classification standards. Grade levels of other posts at the duty station or at other duty stations are not relevant to the review of a particular classification decision and will not constitute grounds for appeal. The request must be accompanied by the job description on the basis of which the post was classified. No new or revised job description will be receivable in the context of the appeals process, but the appellant may wish to bring to the attention of the Executive Secretary any information directly relevant to the classification of the post that was not originally submitted.

14. For posts classified at levels GS-1 to GS-6, the review procedures are as follows:

(a) The Executive Secretary of the Commission will request the ESCWA Classification Panel to review the request in the light of the new information. The Classification Panel will be provided with an analysis of the case by the Personnel Section, Division of Administration;

(b) In cases where the ESCWA Classification Panel agrees with the appellant, the Executive Secretary will take a final decision based on the Panel's recommendations;

(c) In cases where the Classification Panel does not concur with the appellant, the Executive Secretary will submit the case to the ESCWA Classification Appeals and Review Committee, together with the analysis of the case by the Personnel Section, Division of Administration, and the recommendation of the Classification Panel. The appellant will be informed accordingly. The terms of reference of the ESCWA Classification Appeals and Review Committee are contained in annex II to the present instruction;

(d) The Classification Appeals and Review Committee will make its recommendations to the Executive Secretary of the Commission. The Executive Secretary will take a final decision concerning the classification of posts at levels GS-1 to GS-6. The office concerned and the incumbent will be notified accordingly.

15. Requests for review with respect to posts which have been classified at level GS-7 and cases which were reviewed by the ESCWA Classification Panel or/and the Classification Appeals and Review Committee, and considered to be at a level higher than GS-6, will be transmitted by the Executive Secretary to the Director of Personnel for Human Resources Management for his/her decision. The review procedures for these posts are as follows:

(a) The Director of Personnel, Office of Human Resources Management (OHRM), will submit these cases for review to the Compensation and Classification Service, OHRM;

(b) When the Compensation and Classification Service, OHRM, agrees with the higher level, the Director of Personnel for Human Resources Management will decide on the case;

(c) In cases where the Compensation and Classification Service, OHRM, does not concur with the appellant, the case will be submitted to the New York General Service Classification Appeals and Review Committee together with the classification analysis of the case by the Compensation and Classification Service, Office of Human Resources Management;

(d) The New York General Service Classification Appeals and Review Committee will review all cases referred to it and make its recommendations to the Director of Personnel, Office of Human Resources Management, who will take the final decision on the level of these posts. The decision will be communicated to the Executive Secretary of the Commission, who in turn will inform the offices and staff members concerned.

Annex I

TERMS OF REFERENCE OF THE CLASSIFICATION PANEL FOR GENERAL SERVICE AND RELATED CATEGORIES POSTS OF THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

Composition

1. The General Service Classification Panel of the Economic and Social Commission for Western Asia (ESCWA) is established with effect from the date of the present instruction.

2. The Panel shall be appointed by the Executive Secretary, ESCWA, in consultation with the staff, and consist of a chairperson, and four members. The Panel shall elect a vice-chairperson from within its membership.

3. The presence of at least two members, together with the chairperson or vice-chairperson, will be necessary to constitute a quorum.

4. The terms of office of members of the Panel is two years.

5. The Chief, Personnel Section, Division of Administration, ESCWA, will assign a secretary to the Panel.

Functions

6. The Panel shall review all requests for classification reviews for posts in the General Service and related categories in ESCWA. The Panel shall be guided in its review by the job classification standards.

7. The Panel will forward the results of its review to the Executive Secretary of ESCWA, for all cases at levels GS-1 through GS-6, and will advise the Executive Secretary of its views concerning those cases it considers classifiable at levels higher than GS-6.

8. The Panel shall establish its own procedures. It will be provided by the Personnel Section, Division of Administration, with a classification analysis, and any other information it may need to carry out its tasks.

Annex II

TERMS OF REFERENCE OF THE GENERAL SERVICE CLASSIFICATION APPEALS AND REVIEW COMMITTEE OF THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

The Classification Appeals and Review Committee of the Economic and Social Commission for Western Asia (ESCWA), established in accordance with administrative instruction ST/AI/377 of 15 September 1992 to review cases resulting from initial classification review of General Service posts in ESCWA, will also consider appeals against classification decisions taken in accordance with the present instruction. The terms of reference of the Committee are as follows:

Composition

1. The Committee shall be appointed by the Executive Secretary, ESCWA, as follows:

(a) A chairperson appointed by the Executive Secretary after consultation with staff representatives;

(b) Two members and two alternates nominated by the administration;

(c) Two members and two alternates nominated by the staff representatives;

(d) The Committee shall elect a vice-chairperson from within its membership;

(e) The presence of at least two members or alternates, together with the chairperson or vice-chairperson, will be necessary to constitute a quorum.

2. The term of office of the members of the Committee shall be two years and they may be reappointed.

3. Staff of the Personnel Section, Division of Administration, ESCWA, are not eligible for appointment to the Committee.

4. A secretary shall be assigned to the Committee by the Chief, Division of Administration, ESCWA.

Functions

5. The Committee shall review appeals against classification decisions referred to it in accordance with the present instruction. The Committee shall ensure that all appeals relate to the application of classification standards and shall be guided in its review by the job classification standards and shall use as a reference the related benchmark job descriptions.

6. The Committee will forward its recommendations on all cases referred to it by the Executive Secretary of the Commission.

7. The Committee shall establish its own procedures. It shall determine the information it deems necessary to carry out its tasks in addition to the written submission of the party registering the appeal. The Committee may invite a member of the Personnel Section, Division of Administration, ESCWA, or any other staff member, to provide any information it may require.